



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
DEFENSE ENERGY SUPPORT CENTER AMERICAS
8725 JOHN J. KINGMAN RD., SUITE 2954
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO DESC-AM

JAN 09 2003

MEMORANDUM FOR DESC AMERICAS CUSTOMERS AND SUPPLIERS

SUBJECT: Emergency Notification Procedures

The following information is provided to assist you in contacting a representative of DESC Americas to resolve fuel or quality problems that arise during non-duty hours--or in the event of an emergency or natural disaster that causes the temporary closure of your servicing DESC Americas regional office.

After Duty Hours Emergencies: If it is after normal duty hours, or on a weekend or holiday, and you are unable to contact a regional office representative with your fuel/quality emergency, please call the DESC Headquarters Staff Duty Officer at:

(703) 767-8420 or DSN 427-8420 (Ft. Belvoir, VA)

The Staff Duty Officer will then contact key region personnel at their homes to respond.


Emergency Office Closure/Relocation: In the event that our Houston, Texas office or San Pedro, California office is closed during regular business hours due to an emergency, an alternate site will be set up within 12 hours to continue operations. We will try to notify all affected customers and suppliers of any new phone numbers as soon as possible. If this information is not available to you, please call the DESC Headquarters Staff Duty Officer at (703) 767-8420 or (DSN 427-8420) for instructions on how to contact the regional office at its alternate site. If you cannot reach Headquarters DESC, please contact our other regional office for assistance:

Americas East (Houston, TX): (713) 718-3770 (DSN 940-1152), ext. 701 or 702

Americas West (San Pedro, CA): (310) 900-6960 (DSN 929-6960), ext. 1101 or 1102

Web Page Contact Info: The DESC public web site includes additional regional office contact information under the tab labeled "DESC Locations": <http://www.desc.dla.mil>

This memorandum supersedes all previous memorandums from this office, same subject. The POC for this action is Maj Gregory Drake, (713) 718-3770 ext. 708, or DSN 940-1152 ext. 708.


KEITH R. STEDMAN
COL, U. S. Army
Commander

Attachment 1